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### Professional Summary

Detail-oriented and highly organized final-year English student with experience in teaching, administrative support, and community development initiatives. Skilled in communication, documentation, and event coordination through teaching and volunteer roles. Proven ability to manage multiple responsibilities, collaborate effectively with diverse teams, and maintain a high standard of professionalism and service delivery.

### Education

#### Lagos State University

Bachelor of Arts (B.A.) in English Language

*Expected: 2026*

### Experience

#### Justice and Peace College

*Agege, Lagos*

##### English Teacher (Holiday Engagement)

*2023 – 2025*

- Delivered English Language and Literature lessons to secondary school students during holiday periods and academic support sessions.
- Assisted in preparing lesson notes, instructional materials, and classroom activities aligned with the school curriculum.
- Assisted school staff with administrative duties, including filing documents, preparing reports, and organizing educational materials.
- Collaborated with teachers and school administrators to support the smooth delivery of academic and extracurricular activities.
- Mentored students in reading, writing, and oral communication skills, helping to build confidence in academic expression.

#### Penner Paul Foundation

*Lagos State*

##### Volunteer

*2019 – Present*

- Supported the planning and implementation of community development and educational outreach programs.
- Assisted in coordinating youth-focused events, trainings, and engagement activities.
- Facilitated educational and leadership activities for children and young peoples.
- Contributed to administrative and communication tasks during foundation programs.

### Certifications

- Diploma in Administrative Procedures and Office Support – Alison
- Customer Service Skills – Alison
- Diploma in Educational Psychology – Alison

### Skills

- Microsoft Office Suite (Word, Excel)
- Report Writing & Documentation
- Email & Calendar Management
- Administrative Support

### Languages

- English (Fluent)
- Yoruba (Fluent)